

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Business Services Assistant

Classification: Business Services Assistant (200-4707-001)

Location: Rancho Cordova, California – CCSAS Project

Section/Unit: Child Support Automation System Project (CCSAS) Project /Project Administration and Network Services Bureau,

Salary Range: \$2,495 - \$3,708

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the Facilities Services Section Manager (SSM II) and the Business Services Officer (Supervisor), the incumbent acts as the Lead for duties related to business support services provided to CCSAS staff during and in preparation of transition from FTB to Department of Child Support Services (DCSS), the mail, courier, receiving, supply, building maintenance issues, and general facility projects. Works closely the DCSS Business Services and Facilities staff and private contractors, building management firms, and the Department of General Services.

Required Knowledge, Skills, Abilities:

- Requires occasional extended work hours (including nights and weekends) during times of major projects that include vendor supervision.
- Must be able to lift/carry 50 pound boxes.
- Must maintain valid CA driver's license with no restrictions.
- Posses a demonstrated ability and interest in assuming increased responsibility with ability to prioritize and organize multiple tasks to meet deadlines and adaptive in shifting priorities and modifications to work plans.
- Possess the ability to use good judgement, discretion and confidentiality to act independently, demonstrating initiative and tact.

Desirable Experience/Qualifications:

Experience with Microsoft Excel, Word, and Outlook.

Some broad knowledge of state laws, rules, policies and procedures related to mail, supply, receiving, and courier services and ability to analyze, interpret and apply in performance of work.

Ability to operate a motor vehicle safely and within CA driving laws

Ability to learn and safely operate a variety of office machines such as a calculator, mail processing machines, copiers, faxes, and other general office equipment

Commitment to providing good customer services and be accountable for deliver of quality services.

Mail or hand deliver your application by: Until Filled

Contact Person: John Snyder

Telephone Number: (916) 845-3327

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams -

Special Instruction: **FTB Employees Hand Deliver or Route To** at MS M-1

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities. *"Exempt from hiring freeze."*

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.